

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance translator with [number] years of experience in translating [languages] and specializing in [specific fields or topics].

I am reaching out to inquire about any freelance translation opportunities that may be available within your organization. I have a strong background in [mention any relevant skills or experiences], and I am dedicated to delivering high-quality translations that meet client needs.

Please let me know if you are currently looking for freelance translators or if you can keep my information on file for future opportunities. I would be happy to provide my portfolio and references upon request.

Thank you for considering my inquiry. I look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or LinkedIn Profile]